



**Final Report for Organic Projects
Indiana Recycling Grant Program**
State Form 51984 (11-04)
Indiana Department of Environmental Management

Office of Pollution Prevention and Technical Assistance
RECYCLING GRANT PROGRAM
402 West Washington Street, W041
P.O. Box 7095
Indianapolis, IN 46207-7095
Internet: <http://www.in.gov/idem/oppta/recycling/grants/>

INSTRUCTIONS: This Report Form is designed to satisfy standard grant reporting requirements. Grantee should consult Exhibit B. of their grant agreement for additional reporting requirements. Attach additional sheets if necessary and label attachments according to the number of the final report question.

SECTION 1		GRANT INFORMATION	
Date:		Action Review Number (ARN):	
Grantee:			
Person Completing Report:			
SECTION 2		REPORT QUESTIONS	
1) Please provide a summary of grant funded activities.			
a) Were the goals outlined in the grant application attained?			
2) How has the management of organic material been affected by the implementation of the program (e.g., do more households/businesses participate in organic material management; is more finished composted material used, processed or marketed)?			
a) Provide estimates of participation rates before and after project implementation.			
3) Has the number of tons of yard waste collected increased?			
a) Indicate the tonnage increase or decrease (e.g., compare tonnage of yard waste collected in last calendar year to the year(s) in which the program was implemented).			
4) Education/promotion efforts: Provide an estimate of public impact as a result of this project (e.g., number of students, newspaper circulation, and radio station listener-ship). Include any <u>written</u> materials developed with grant funds.			
a) Describe the education/promotion efforts that worked best for you and why.			
5) If someone wanted to emulate your project, what information would be most helpful? Please outline successes and failures so others can learn from your project.			
6) Identify markets materials were shipped to and end uses if known (e.g., compost for public giveaway, mulch to greenhouses).			
7) Equipment purchases only: How did the grant-funded equipment perform in meeting the goals of the project and expectations in terms of successful operation of the equipment (e.g., did the equipment require excessive maintenance or was considerable down time a problem)?			
a) Would you recommend the equipment for use in similar projects?			
b) Has a capital improvement fund been established to address the replacement of the grant-funded equipment after its useful life span, and if so, please provide documentation?			

c)	Provide information about your equipment maintenance plan.
d)	Provide a description of the equipment purchased, including a serial number or other identification number, the source of equipment, who holds title, the purchase date, and cost of the equipment, and the location, use and condition of the equipment.
8)	Provide a copy of your burn ban (if not previously submitted) and indicate the local enforcement of the ordinance.
9)	Provide a program sustainability plan that indicates how you will continue the program without grant funding.
10)	Attach a completed Grant Expenditure Report that details all expenditures made during the grant term.
11)	Attach documentation of all grant expenditures as required in Section 6. Payment Claim Process in your grant agreement.